



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: June 14, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement June 15, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, June 28, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please include IPR number on the application and attach \*official college transcripts. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET I (6 pos)

Construction Technician  
Region 4/District 7/Project Implementation  
Office of Highways Project Implementation  
Effingham

Attachments  
40898

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, June 28, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please include IPR number on the application and attach \*official college transcripts. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Engineering Technician I (6 positions)</b>	<b>Salary Range:</b>	<b>\$2,640 - \$3,750</b>
<b>Position Title:</b>	<b>Construction Technician</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW011-23-57-201-10-01</b>	<b>IPR#:</b>	<b>40898</b>

---

#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 4/District 7/Bureau of Project Implementation/400 West Wabash Avenue, Effingham, IL

---

#### Description Of Duties:

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection, layout and documentation of highway construction improvement projects. This position is included in the rotational program for Engineers and Engineering Technicians.

---

#### Special Qualifications:

##### *The following criteria is required:*

- Valid driver's license

##### *The following criteria is desired:*

- An Associate Degree from an accredited two year civil engineering technology program or knowledge, skill and mental development equivalent to two years of college in pre-engineering or civil engineering technology
- Ability to communicate effectively and follow oral and written instructions
- Basic skill in the use of engineering field and office instruments
- Working knowledge of math to include trigonometry
- Working knowledge of the preparation and reading of design plans and ability to utilize CADD (Microstation or AutoCadd)

---

#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday.

#### **\*THIS IS AN ENTRY-LEVEL POSITION THAT IS PART OF A ROTATION PROGRAM\***

\*IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	January 1, 2015	<b>POSITION:</b>	Construction Technician
<b>APPROVED BY:</b>	Roger L. Driskell	<b>OFFICE/DIVISION:</b>	Highways/District 7/Project Implementation/Construction
<b>CODE:</b>	PW011-23-57-201-10-01	<b>REPORTS TO:</b>	Resident Engineer

---

***Position Purpose***

This position is accountable for providing engineering assistance to the Resident Engineer in the inspection, layout and documentation of highway construction improvement projects. This position is included in the rotational program for Engineers and Engineering Technicians.

***Dimensions***

Subordinate Personnel:	None
Contract Value of Construction:	\$50,000 plus

***Nature and Scope***

This position reports to the Resident Engineers as do two to four other technical employees.

This position provides inspection and assists in the layout of construction projects under the direction of the Resident Engineer. The position operates within an environment of ensuring that the contractor provides a quality improvement in accordance with plans, specifications and special provisions in a timely manner.

The position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the District. These responsibilities may involve performing various assigned duties within their section or the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

Typical problems will be in following the specification to ensure accurate inspection and working with other crew members in construction staking.

The incumbent will personally act as a rod-man or chain-man for necessary survey work, inspects earthwork, drainage, concrete paving, bituminous resurfacing and other related items. The incumbent will also check and reduce field notes, plots cross section, make field measurements, computations and reports necessary.

The incumbent is contained by the plans, specifications, and special provisions of the project and by the policies and procedures of the Bureau of Construction. Instances that are not in accordance with these rules are referred to the Resident Engineer.

The incumbent has contact with other members of the crew, contractor's personnel and occasionally with the public.

The effectiveness of this position can be measured by the inspections performed and the accuracy and neatness of reports.

***Principal Accountabilities:***

1. Keeps accurate and legible record of inspection, field measurements and documentation of contract.
2. Keeps the Resident Engineer informed on status and/or problems of contractor's work.
3. Provides accurate measurements on surveys for construction layout.
4. Performs duties in compliance with departmental safety rules.
5. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.